

CHAPTER 16 - SEPARATION

16.1 GENERAL

The separation of an employee is a critical time for the work section and for that reason it is necessary that all steps be taken to provide for a smooth transition as well as to allow the separating employee a proper transition in his/her career. It is the responsibility of the supervisor to ensure a smooth exit for the departing employee, as well as the initiation of proper steps for a replacement.

16.2 OUTPROCESSING

When a person terminates as an employee at the Department of Emergency and Military Affairs, the following actions are to be taken:

1. A letter of resignation (or letter of termination) is to be forwarded to the Administrative Services Office at least 10 working days prior to the date of separation. In the case of a covered position, failure to give such notice may result in the denial of reinstatement rights (see Rule R2-5-901-A). This letter must include the termination date, reason for separation and, in the case of a transfer to another agency, the name of that agency.
2. A resignation may be withdrawn only in writing by personal delivery to the agency head not later than the end of the next working day after the employee gives notice of resignation. If a withdrawal is not submitted by this time, the resignation will be final unless both the agency head and the employee agree that the resignation may be withdrawn.
3. The supervisor is responsible to withdraw any keys, badges, identification cards, state property as well as any out-briefing procedures peculiar to the position being vacated.
4. If the employee desires to withdraw his/her contributions from the Arizona State Retirement System (ASRS) or, the Public Safety Personnel Retirement System (PSPRS), he/she must call the ASRS refund section at (602) 240-2000 or the PSPRS refund section at (602) 255-5575. The respective office will mail the necessary refund election form to the employee's home address. The refund election form must be completed, notarized and returned to the DEMA Administrative Services Office to place final pay contributions on the form.

16.3 ADMINISTRATION

The Administrative Services Office will coordinate any transfers to any other state agency as well as any retirement or insurance activities as may be required.

Separations as a result of adverse actions must be closely coordinated through the Administrative Services Office (see 14.3.3). Current State statutes require that any employee who is terminated must receive their final paycheck within three regular business days after their final workday.

When the recruitment of a new employee is desired to fill the vacancy the Administrative Services is to be notified as soon as practical in accordance with the provisions of Chapter 4 of this manual.

The Employee Out-processing Checklist must be completed by the supervisor and sent to the Administrative Services Office after the employee's last day. As a general rule, the last regular paycheck will be issued on the regular pay schedule. Any leave balance will also be paid on the subsequent cycle last regular check.